



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton M. Connard, SPHR  
Director

**TITLE:** ASSISTANT REHABILITATION SPECIALIST (\*Provisional Appointment)

**SALARY:** \$35,452 - \$45,547 annually

**LOCATION:** Monroe County Department of Planning

### **JOB SUMMARY:**

This is an entry level technical position in the Department of Planning and Development responsible for inspecting residential properties scheduled for rehabilitation under the Home Improvement Program of the Community Development Block Grant Loan Program and assisting with related areas such as disputes between homeowners and contractors and appropriateness of bids. This position differs from Rehabilitation Specialist by the performance of less complex and independent work and lack of duties performed such as development of work specifications and conducting interim and final monitoring inspections of work performed. The employee reports directly to, and works under the general supervision of a Senior Rehabilitation Specialist. Staff supervision is not a responsibility of this class. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from a high school or possession of an equivalency diploma plus EITHER:

- (A) One (1) year of paid full-time or its part-time equivalent experience in the preparation and execution of residential and/or commercial construction projects or rehabilitation projects such as general contracting, or home remodeling layout, or expediting; OR,
- (B) One (1) year paid full-time or its part-time equivalent paid experience involving building inspection or construction inspection; OR,
- (C) Graduation from a regionally accredited college or university with an Associate degree in Civil Technology, Building Management, Construction Management, Construction Technology, Building Construction Technology, Building and Construction Management, Building Maintenance Technology or a closely related field; OR,
- (D) An equivalent combination of education and experience defined by the limits of (A), (B) and (C) above.

### **SPECIAL REQUIREMENT(S):**

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:** Monroe County Department of Human Resources  
39 W. Main Street - Room 210  
Rochester, NY 14614-1471

**Posting Deadline:** January 19, 2012

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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